

New Employee/Guest Orientation Form

Requisition No./Date

Employee/Guest Name	Life/Guest Number	Start Date
Department/Division	Dept./Div. Code	Bldg. Number
Supervisor/Sponsor/Ext.	ES&H Coordinator/Ext.	
Training Coordinator/Ext.	Facility Support Representative/Ext.	

Administration

- 1. General orientation/check-in at Human Resources or Facility User's Office Completed.
- 2. BNL identification/vehicle pass issued.
- 3. ES&H Coordinator's briefing completed.
- 4. Facility Support Representative's briefing completed.

Human Resources Signature

Security Signature

ES&H Coordinator's Signature

Facility Support Representative's Signature

<p>5. Supervisor's Section</p> <p>a. Will Radiation Dosimetry be issued? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>b. Will individual be working in areas belonging to another department? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>c. If yes, list working Department, Location, and Contact Name.</p> <p>e. Supervisor's briefing on job- and work- location-specific hazards completed.</p> <p>Supervisor's Signature</p>	<p>Training Coordinator Section</p> <p>d. Job Training Assessment (JTA) Code(s) to which employee/guests should be linked: GE-53 <input checked="" type="checkbox"/> Guest's total stay on-site <input type="checkbox"/> Fewer than 60 days.</p> <p>JTA Codes for Employee/Guest</p> <p>Training Coordinator briefing on training requirements.</p> <p>Training Coordinator's Signature</p>
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General Employee/Radiological Training

General Employee Training (GET) V001	Supervisor's Initials	Date Scheduled	Instructor's Initials
Hazard Communication (HAZCOMM) IND-200	X Required for all		
Or			
Laboratory Standard (Lab Std.) IND-220			
Or			
Neither Hazard Communication nor Laboratory Standard is required.			
Supervisor's Signature		Date	
General Employee Radiological Training (GERT) RWT-001			
or			
Radiological Worker I (RW1) RWT-002 (Prerequisite for the following)			
Activation RWT-200			
Contamination/High Contamination RWT-300			
High/Very High Radiation Area RWT-400			
Bench-top Dispersibles RWT-500			
or			
No Radiological training is required			
Supervisor's Signature		Date	
Previous BNL Safety training is valid. (Indicate valid courses and completion dates in appropriate spaces.)			
Training Coordinator's Signature		Date	